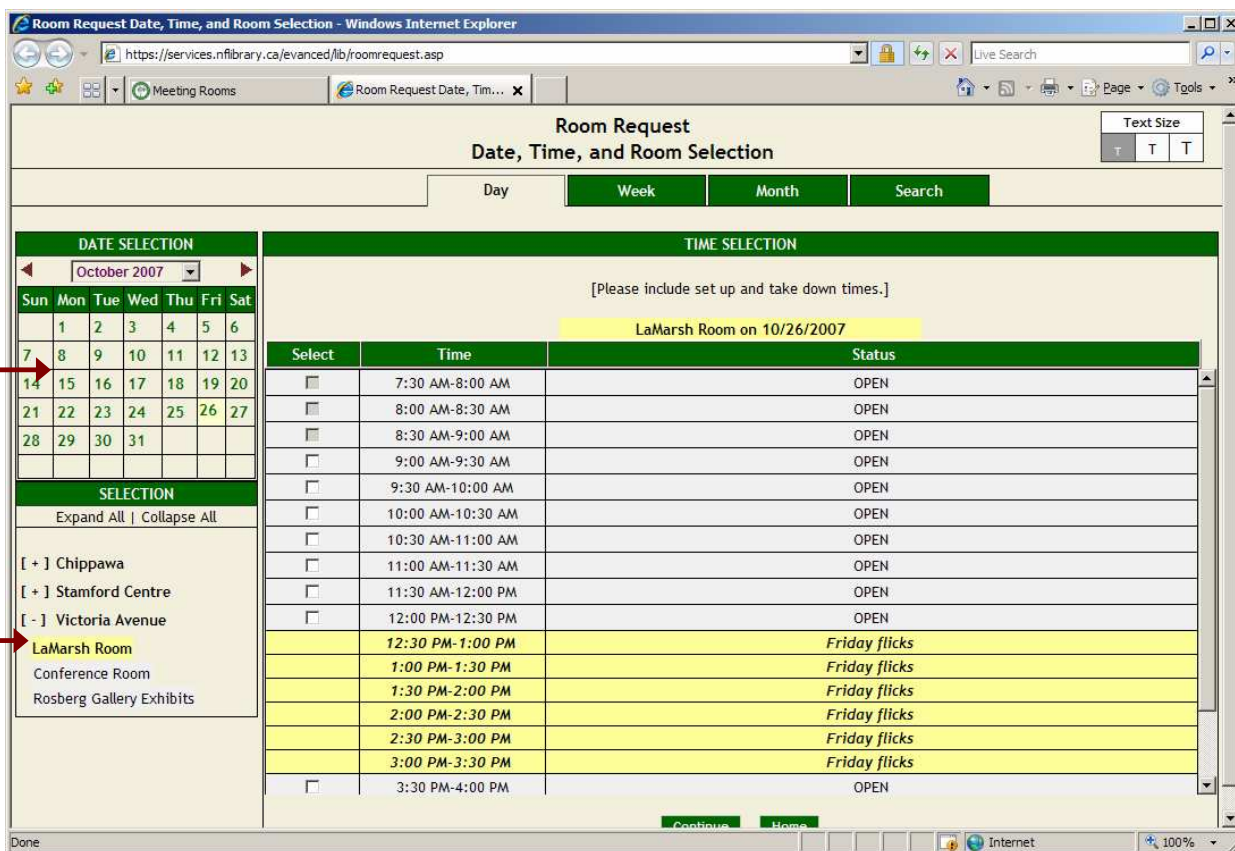


Room Reservation Request Instructions

Visit the library's website and click "Book Meeting Space" in the right column then **Submit Request** in the left column.

You will be presented with the Room Request screen:



First, select the desired date using the calendar.

Second, select the desired room by clicking on its name (click the + symbol to expand the choices at each location).

Click the checkbox next to the first time block desired, and then click the checkbox next to the last time slot desired.

The time blocks "in-between" will be automatically selected for you.

Select	Time	Status
<input type="checkbox"/>	7:30 AM-8:00 AM	OPEN
<input type="checkbox"/>	8:00 AM-8:30 AM	OPEN
<input type="checkbox"/>	8:30 AM-9:00 AM	OPEN
<input checked="" type="checkbox"/>	9:00 AM-9:30 AM	OPEN
<input checked="" type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input checked="" type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input checked="" type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input checked="" type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input checked="" type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:30 PM	OPEN
	12:30 PM-1:00 PM	Friday flicks

Click the "Continue" button.

Complete the "Room Request & Contact Information" form. Fields marked with an asterisk (*) are required to submit your request.

After clicking "Verify Request", you will be shown a summary of your request details. You must then click "Submit Request" to receive your confirmation (see next page).

Please note that all details submitted in this form are subject to review by library staff and verification for the purposes of confirming your request.

Room Request Contact Information - Windows Internet Explorer

https://services.nflibrary.ca/evanced/lib/roomresform.asp?libnum=0

Room Request Contact Information

Text Size

Back

Room Name:	LaMarsh Room								
Date(s):	10/26/2007								
Library Card:	If you have previously used the system, you can enter your Card Number and click the Quick Entry button. Library Card Number: <input type="text"/> <input type="button" value="Quick Entry"/>								
NOTE:	An adult cardholder (18 years or older) may reserve the meeting room. The card holder making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy)								
Meeting Times:	<table border="1"> <tr> <th>Reservation Start Time</th> <th>Meeting Start Time</th> <th>Meeting End Time</th> <th>Reservation End Time</th> </tr> <tr> <td>9:00 AM</td> <td>9:00 AM</td> <td>12:00 PM</td> <td>12:00 PM</td> </tr> </table>	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time	9:00 AM	9:00 AM	12:00 PM	12:00 PM
Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time						
9:00 AM	9:00 AM	12:00 PM	12:00 PM						
*Number of Attendees:	<input type="text"/>								
*Organization:	<input type="text"/>								
*Purpose:	<input type="text"/>								
*Name of Card Holder:	<input type="text"/>								
*Primary Phone:	(<input type="text"/>) (<input type="text"/>) - <input type="text"/> Extension: <input type="text"/>								
Alternate Phone:	(<input type="text"/>) (<input type="text"/>) - <input type="text"/> Extension: <input type="text"/>								
Email:	<input type="text"/>								
Notes:	<input type="text"/>								
*Select a cost classification:	<input type="radio"/> Business <input type="radio"/> Business Charging Ad. <input type="radio"/> NonProfit <input type="radio"/> NonProfit Charging Ad. <input type="radio"/> No charge <input type="radio"/> Government								
*Room Setup:	<input type="radio"/> Auditorium style <input type="radio"/> Perimeter <input type="radio"/> U shape <input type="radio"/> With Tables <input type="radio"/> Empty <input type="radio"/> Custom <input type="button" value="View Room Setup Options"/>								
*Would you like the reservation to appear on the event calendar?	<input type="radio"/> YES <input type="radio"/> NO								

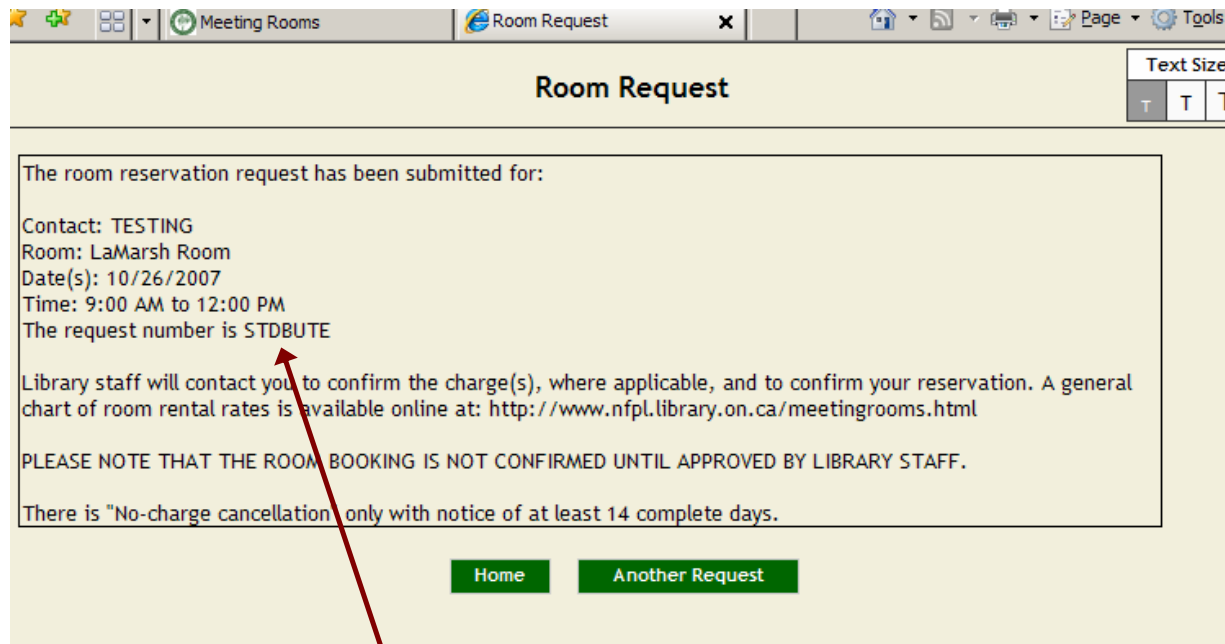
OPTIONAL ITEMS:
The following are items that are available upon request for the selected room. This does not guarantee that the requested item(s) will be available. We will make every attempt to reserve the requested item(s).

Select	Item	Qty	Select	Item	Qty
<input type="checkbox"/>	61" TV, VCR & DVD player	1	<input type="checkbox"/>	Piano	1
<input type="checkbox"/>	Easel	1	<input type="checkbox"/>	Slide Projector	1
<input type="checkbox"/>	Overhead Projector	1			

* = Required Field

Done Internet 100%

The Request submitted confirmation screen:



Your request number is shown here as well.

Library staff will review your request and contact you to complete the booking.

The room reservation is NOT complete or confirmed until approved by the Library.